

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Architect II****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides architectural design services and project management for the renovation, alteration, rehabilitation, and construction of public buildings and outdoor spaces. Ensures that projects are completed on schedule, within budget, and to the highest degree of quality with the available resources. Prepares construction drawings and specifications for selected projects.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Acts as a project manager while overseeing the design process by planning schedules and budgets, implementing approved construction programs, coordinating design work with other city departments and approving drawings and specifications prepared by consultants for construction projects.
2	S	Manages construction documentation preparation by preparing drawings and specifications for bidding and construction purposes, monitoring the production of architectural and engineering drawings and calculating cost estimates.
3	S	Manages contracts by procuring services of architectural and engineering firms, negotiating, preparing and managing consultant contracts, reviewing and approving invoices for design services, preparing amendments to contracts and monitoring consultants for adherence to the schedule and budget.
4	L	Acts as an architectural consultant by serving on committees and providing technical expertise in building and design related issues.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study.
Experience	Five years experience in professional architectural work.
Certifications and Other Requirements	Valid Driver's License, Certified Architect of the Commonwealth of Virginia
Reading	Work requires the ability to read contracts, specifications, technical literature, studies, reports, correspondence, manuals and design documents.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as algebra, geometry and trigonometry.
Writing	Work requires the ability to write contracts, amendments, specifications, technical reports, general correspondence, proposals and studies.
Managerial	Managerial responsibilities include project management, development and participants, developing project schedule and budget, coordinating activities with participants and reviewing participant deliverables, establishing project milestones and utilizing planning/managerial tools.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires supervising and monitoring of in-house preparation of construction documents by members of the project team.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to citizen groups and professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and sales representatives. Work requires consensus development of various groups involved with the projects.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, presentations
Sitting	F	Computer, desk work, meetings, presentations
Walking	F	Inter-office, remote office locations, jobsite
Lifting	O	Office equipment, paper boxes, office supplies
Carrying	O	Presentation materials, office equipment, paper boxes, office supplies
Pushing/Pulling	R	Office equipment
Reaching	O	Filing, office supplies
Handling	O	Office equipment, paper boxes, office supplies, presentation materials
Fine Dexterity	C	Computer keyboard, calculator, drawing, drafting, writing
Kneeling	R	Job site inspection or investigation
Crouching	R	Job site inspection or investigation
Crawling	R	Job site inspection or investigation
Bending	O	Job site inspection or investigation
Twisting	N	
Climbing	O	Job site inspection or investigation
Balancing	O	Job site inspection or investigation
Vision	C	Computer, desk work, writing, drafting, drawing, reading
Hearing	C	Telephone, co-workers, staff, vendors, meetings, presentations
Talking	C	Telephone, co-workers, staff, vendors, meetings, presentations
Foot Controls	O	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, printer, copy machine, fax machine, telephone, drawing/drafting instruments, measuring devices, tables, chairs, lighting, motor vehicle, Standard Microsoft Windows and Office software, computer-drawing aided software program, Internet

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Dirt and Dust	M
Chemical Hazards	N	Extreme Temperatures	M
Electrical Hazards	M	Noise and Vibration	M
Fire Hazards	N	Fumes and Odors	M
Explosives	N	Wetness/Humidity	M
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, ear protection, work boots

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	C
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)